

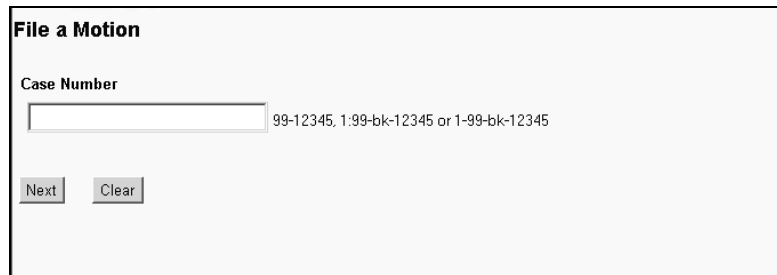
## FILING A DOCUMENT/DOCKETING- MOTIONS/APPLICATIONS

---

The following instructions will guide you through the process of filing and docketing a motion or application in the Electronic Case Filing (ECF) system.

**STEP 1** Select **Bankruptcy** from the Main Menu, and then click on **Motions/Applications** hypertext link.

**STEP 2** The **Case Number** entry screen appears.



The screenshot shows a web form titled "File a Motion". Below the title is a label "Case Number" followed by a text input field. To the right of the input field is the text "99-12345, 1:99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear".

- ♦ Enter a case number, and click on the **Next** button to continue.
- ♦ If the computer prompts that you entered an invalid case number, click on **Back** hypertext link to re-enter.
- ♦ Click on **Next**.

**STEP 3** **Select the Party** screen appears.



The screenshot shows a web form titled "File a Motion". Below the title is the text "00-69999-DOT:Frederick.Cobblemill.Flintstone>Please select the filer." followed by a label "Select the Party:". Below this is a dropdown menu with a list of parties: "Capitol One [cr:cr]", "Chase Bank [pty:cr]", "Chase Manhattan Bank [cr:cr]", "Doo, Scooby [cr:cr]", "Flintstone, Frederick Cobblemill [pty:db]", "Heagle, S. Marshall [tr:tr]", "J.C. Penney [cr:cr]", and "Servor, Inc. [prf:auc]". To the right of the dropdown menu is a link "Add/Create New Party". Below the dropdown menu are two buttons: "Next" and "Clear".

- ♦ If the name of party you are searching is listed, click on the name, click on **Next** and then proceed to **Step 8**. [If the selection box is full, use the scroll arrows to further search for the party name]
- ♦ If the name of party is not listed, click on **Add/Create New Party**.

**STEP 4**      The **Search for a party** screen appears.

Search for a party

SSN  Tax Id

Last/Business name

- Enter a social security number (SSN), Tax Id number or one to four letters of the party's last name or business name (using upper and lower case characters). Click on **Search**.

Search for a party

SSN  Tax Id

Last/Business name

Party search results

- Home Mortgage,
- Home Mortgage Co.,
- Home Mortgage Co.,

- If name is not listed, proceed to **Step 5**.
- If the name is listed, click on it. Click **Select name from list**.
- Party's information appears for verification and modification, if necessary. [This screen appears every time you select a party that exists or has been added to the system.]

Party Information

Home Mortgage Co. SSN: Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

- Click on drop box, **Role**, to select appropriate party role, (i.e., Debtor, Creditor, etc.).
- To add **Party Text**, such as A Virginia Corporation, do so now in box provided
- Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.
- Proceed to **Step 7**.

**STEP 5** If the party is not listed, click on **Create a New Party**

Search for a party

SSN  Tax Id

Last/Business name

Party search results

Home Mortgage Co.,  
Home Mortgage Co.,  
Home Mortgage Co.,

**STEP 6** The **Party Information** screen appears (to add a new person/entity).

Party Information

Last name  First name

Middle name  Generation  Title

SSN  Tax ID

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

- Enter the party information in appropriate fields. Use the *Last Name* field for last name or full business name, then press the tab key to advance to the *First Name* field and enter first name. Proceed to the **Role** field by clicking on the arrow to the right of the box to select the new person's role, (i.e., Creditor (cr:cr)).
- Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to go back to the **Select the Party** screen.

**STEP 7** The **Select the Filer** screen appears with your party highlighted. Click on **Next**.

File a Motion:

[00-69999-DOT Frederick Cobblemill Flintstone](#)

Please select the filer.

Select the Party:

Daniels, John Joseph [cr:cr] (4675/1)  
Capitol One [cr:cr]  
Chase Bank [pty:cr]  
Chase Manhattan Bank [cr:cr]  
Doo, Scooby [cr:cr]  
Flintstone, Frederick Cobblemill [pty:db]  
Heagle, S. Marshall [tr:tr]  
J.C. Penney [cr:cr]

[Add/Create New Party](#)

**NOTE FOR ASSOCIATION:** Click the box to associate the attorney with the party added/selected. Click **NEXT** to continue. [You may receive this message if an attorney has not previously been associated with the party].

**File a Motion:**  
00-69999-DOT Frederick Cobblemill Flintstone

The following attorney/party associations do not exist for this case.  
Please check which associations should be created for this case:

☒ Daniels, John(cr.cr) represented by Jones, D. (aty)

**STEP 8** This screen allows you to select the type of motion/application being filed.

**File a Motion:**  
00-69999-DOT Frederick Cobblemill Flintstone

Motion for Relief from Stay and Relief from Co-Debtor Stay  
Motion for Relief from Stay with Attached Consent Order  
Motion for Sanctions  
Motion for Stay of Order Pending Appeal  
Motion for Summary Judgment  
Motion for Temporary Restraining Order  
Motion for Turnover  
Motion for Withdrawal of Reference (fee)

- Screen prompts selection of motion/application being filed.
- Using up and down arrows to right of box, scroll the options to highlight the type of document being filed.
- If more than one type of document being filed, click on one document and hold down **Ctrl** key on your keyboard while clicking on each additional type of document.
- Click on **Next** to proceed, or **Clear** to repeat selecting options.

**STEP 9** Select the PDF Document screen appears.

**File a Motion:**  
00-69999-DOT Frederick Cobblemill Flintstone

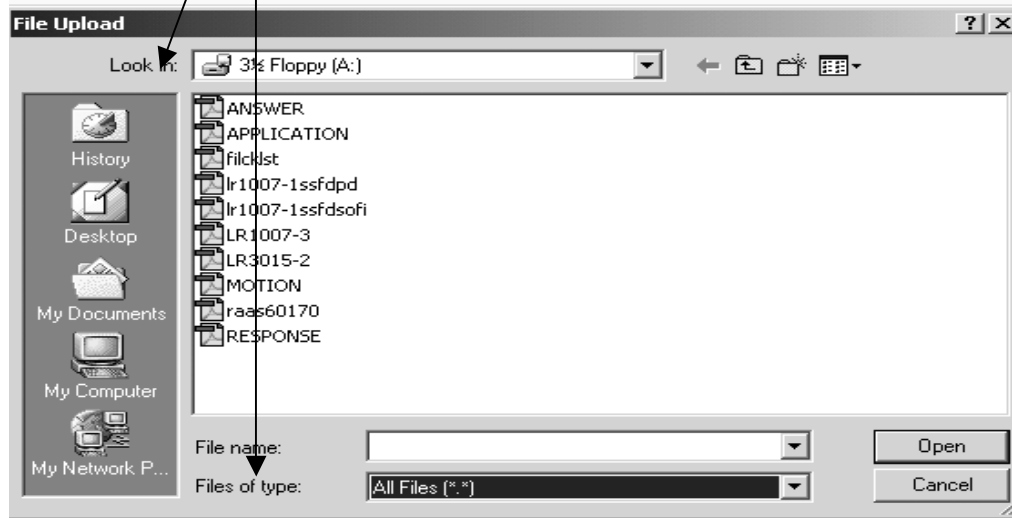
Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: ☒ No ☐ Yes

- Type the file name in the blank box, being sure to include pdf suffix, or click on **Browse**.

- Change **Files of type:** to Acrobat [\*.pdf] or All Files.
- Change **Look in:** to appropriate drive where document is located.
- Click on file name to be associated with this entry.
- Click on **Open**. The file is uploaded to the following screen:



**If there are no attachments to document:**

- Click on **Next** and the following screen appears.

**File a Motion:**

[00-69999-DOT Frederick Cobblemill Flintstone](#)

☐ Does this filing refer to an existing document in this case? (If yes, click on the box)

NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

***[NOTE: Do not need to check the box unless filing an amended motion/application.]***

- Click on **Next** to proceed to **Step 11**.

**If there are attachments to document, *e.g.* exhibit, appendix, etc.**

- Click on the radio button next to *Yes*.
- Click on **Next**.

**STEP 10**    **Select one or more attachments** screen appears. All exhibits must be attached at this screen:

**File a Motion:**  
00-69999-DOT Frederick Cobblemill Flintstone

Select one or more attachments.  
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)  
Filename

2) At your option, select a document type and/or enter a description.  
Type  Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Select the filename of your attachment by using **Browse**.
- Click on the ▼ down arrow next to **Type** and click on type of attachment.
- Click in **Description** box and type in any additional description.
- Click on **Add to List**.
- Continue to *Add Attachments* using the above steps as necessary.
- Once all attachments have been added, click on **Next**.
- The following screen appears.

**File a Motion:**  
00-69999-DOT Frederick Cobblemill Flintstone

☐ Does this filing refer to an existing document in this case? (If yes, click on the box)  
NOTE: If the event you are docketing is an answer/response, you will be prompted on a subsequent screen for its related motion. Therefore, do not click on this box to establish a relationship to the motion you are answering.

**[NOTE: Do not check the box unless filing an amended motion/application.]**

- Click on **Next**

**STEP 11**    **Docket Text: Modify as Appropriate** screen appears.

**File a Motion:**  
00-69999-DOT Frederick Cobblemill Flintstone

Docket Text: Modify as Appropriate.  
 filed by D. W. Jones of Jones & Jones on behalf of Chase Manhattan Bank . (Jones, D.)

**To add a prefix to docket text of motion/application:**

- Click on the arrow to right of first box.
- Select correct modifier.

**To add additional text:**

- Click in the second box.
- Type in any additional description of motion/application.
- Click on **Next** to continue

**STEP 12      Docket Text: Final Text screen appears.**

**File a Motion:**  
00-69999-DOT Frederick Cobblemill Flintstone

**Docket Text: Final Text**  
Motion for Sanctions filed by D. W. Jones of Jones & Jones on behalf of Chase Manhattan Bank. (Jones, D.)

WARNING!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- Verify docket entry as it appears on screen.
- If correct, click on **Next** to submit filing to court.
- If docket entry is incorrect, press **Back** to make corrections, or start over by clicking on **Bankruptcy** on the main menu bar.

---

## Receipt of Filing

Once entry is submitted after final approval, the **Notice of Electronic Filing** screen appears. This screen gives confirmation that the system has received the entry, and the entry now is an official court document. Scroll down to view entire receipt.

Notice of Electronic Filing

The following transaction was received from Jones, D. W. on 1/11/2001 at 9:23 AM

**Case Name:** Frederick Cobblemill Flintstone  
**Case Number:** 00-69999-DOT  
**Document Number:** 7

**Docket Text:**  
Motion for Sanctions filed by D. W. Jones of Jones & Jones on behalf of Chase Manhattan Bank. (Jones, D.)

The following document(s) are associated with this transaction:

**Document description:** Main Document  
**Original filename:** A:\MOTION.PDF  
**Electronic document Stamp:**  
KeyFile (/app01/BKECF/test/server/server/. /support/keys/VAEB.key) is not available for this court.

00-69999-DOT Notice will be electronically mailed to:

00-69999-DOT Notice will not be electronically mailed to:

Frederick Cobblemill Flintstone  
22 Boulder Way  
Boulder, VA 20000

The **Notice of Electric Filing** appears each time you submit a filing to the court through the ECF System. Each notice will include the following:

- Who filed the document:
- Date and Time:
- Case Name:
- Case Number:
- Document Number:
- Original filename (*pdf*):
- Electronic document Stamp:

### Print receipt

- Click on **File** at top of Netscape screen and select **Print Frame, or**
- Click on the Printer Icon at the top of the page.

*[Note: It is highly suggested that copies of receipts be maintained for your records]*

Note: You will receive the following screen if you attempt to access the docket or document through the links provided on the Notice of Electronic Filing screen.

The screenshot shows a Netscape browser window titled "Eastern District of Virginia - Netscape". The address bar displays "http://156.123.17.31/cgi-bin/login.pl?9841062237548834\_911\_0-1". The browser's menu bar includes File, Edit, View, Go, Communicator, and Help. The toolbar contains icons for Back, Forward, Reload, Home, Search, Netscape, Print, Security, Shop, and Stop. Below the toolbar is a navigation bar with links for Instant Message, ECF-DCN Sites, WebMail, Contact, People, Yellow Pages, Download, Channels, Logout, and Logout. The main content area is titled "PACER Login" and features a "Notice" section stating that the site is restricted for official court business only. Below the notice is an "Instructions" section explaining the login process and providing contact information for the PACER Service Center. A section titled "Authentication" contains input fields for "Login:", "Password:", and "Client code:". At the bottom of the authentication section is a checkbox labeled "Make this my default PACER login" and two buttons: "Login" and "Reset". The browser's status bar at the bottom shows the taskbar with various open applications, including "Delores Jones cc:M...", "nibsy2k", "Op Support", "Microsoft Excel - op...", and "Eastern District o...", along with the system clock showing "4:07 PM".

Eastern District of Virginia - Netscape

File Edit View Go Communicator Help

Bookmarks Location: [http://156.123.17.31/cgi-bin/login.pl?9841062237548834\\_911\\_0-1](http://156.123.17.31/cgi-bin/login.pl?9841062237548834_911_0-1) What's Related

Back Forward Reload Home Search Netscape Print Security Shop Stop

Instant Message ECF-DCN Sites WebMail Contact People Yellow Pages Download Channels Logout Logout

**PACER Login**

**Notice**  
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**Instructions**  
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.  
An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**  
Login:   
Password:   
Client code:

☐ Make this my default PACER login

Login Reset

Document: Done

Start Delores Jones cc:M... nibsy2k Op Support Microsoft Excel - op... Eastern District o... 4:07 PM